

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: December 8, 2017

PAYROLL LETTER #17-020

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division

**RE: DISTRIBUTION AND BILLING OF 2017 FORM W-2 WAGE AND TAX STATEMENT**

**DISTRIBUTION OF 2017 FORM W-2 WAGE AND TAX STATEMENT**

The State Controller's Office (SCO) will mail your employees' 2017 Form W-2 Wage and Tax Statement no later than January 31, 2018.

**VIEWDIRECT - CIVIL SERVICE**

**CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM – CSU**

1. A report will be available on View Direct no later than January 22, 2018 to assist agencies and campuses in responding to questions from employees on mailed Form W-2s. This report identifies the employee mailing addresses as printed on the W-2.
2. Agencies can access ViewDirect Report ID: PDC9820, Report Name "2017 W-2 to Be Mailed." Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 17-12). Refer to the ViewDirect Manual for access procedures.
3. The report provides the following information in agency code order:
  - Social Security Number
  - Employee name
  - Employee mailing address

**UNDELIVERABLE FORM W-2**

SCO will pre-print the agency/campus return address and the agency/reporting unit codes as the return address. This will expedite the return of undeliverable Form W-2s to the employee's agency/campus.

Update invalid address records when distributing undeliverable Form W-2s to your employees. This prevents the problem from happening in the future. If the address records need an update, each employee's Personnel/Payroll Office must attach an Employee Action Request (Form STD. 686) or CSU Student Payroll Action Request (Form STD. 457) with a request for the employee to complete and return the form to update the invalid address.

## **BILLING FOR MAILING OF THE 2017 FORM W-2**

The cost of this service is \$0.63 per Form W-2 to cover postage/processing costs. SCO will send an invoice to your office in spring of 2018.

For more information about the Form W-2, visit the SCO website for *Frequently Asked Questions (FAQ) Regarding Form W-2- Wage and Tax Statement* ([https://www.sco.ca.gov/ppsd\\_empinfo\\_form\\_w2.html](https://www.sco.ca.gov/ppsd_empinfo_form_w2.html)). Please direct employees to this web page if they have any questions or need information on the contents of their Form W-2.

Please note, for those employees that did not receive their 2017 Form W-2, SCO will waive the fee for providing a duplicate Form W-2 if the request is received by March 1, 2018. To apply for fee waiver, the employee's Personnel/Payroll Office must complete the fee waiver request **Form STD. 436. This form should show that the employee did not receive his or her 2017 Form W-2 and that they verified the correct mailing address from ViewDirect or CIRS Report.**

If you have additional questions related to W-2 reporting information or Form W-2 C, please contact the Statewide Customer Contact Center at (916) 372-7200. If you have questions related to duplicate or replacement Form W-2, please contact the Statewide Duplicate W-2 Program at (916) 445-2847. If you have any questions regarding this Payroll Letter, please contact Elena Oberman at [eberman@sco.ca.gov](mailto:eberman@sco.ca.gov).

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